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MAY 24 1982

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Joseph R. Wright, Deputy Director *Joseph R. Wright Jr.*
SUBJECT: Implementation of Executive Order No. 12352

Executive Order No. 12352 requires the heads of executive agencies engaged in the procurement of products and services from the private sector to:

"Designate a Procurement Executive with agency-wide responsibility to oversee development of procurement systems, evaluate system performance in accordance with approved criteria, enhance career management of the procurement work force and certify to the agency head that procurement systems meet approved criteria."

In essence, the Procurement Executive should be the individual whom you will use to provide management direction of your agency's procurement system including the procurement work force. As your representative, the Procurement Executive will also work actively with the Administrator for Federal Procurement Policy who is responsible for providing broad policy guidance and overall leadership necessary to achieve the procurement reforms outlined in the Executive Order.

Enclosed is a proposed model charter which sets forth the scope of a Procurement Executive's responsibilities. It was developed by an interagency task group representing eighteen agencies. Recognizing that procurement systems must vary to some degree because of different agency mission needs, the suggested charter provides sufficient flexibility to tailor the Procurement Executive position to fit your management concepts and, where necessary, to create more than one position. The appointment of Procurement Executives is a key milestone in implementing Executive Order No. 12352, because they are to play a fundamental role in accomplishing procurement reform.

To facilitate implementation of the Executive Order, an Executive Committee on Federal Procurement Reforms has been established which is comprised of the Procurement Executives from the eight largest procuring agencies and the Small Business Administration, and chaired by the Administrator

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for Federal Procurement Policy. A copy of the Executive Committee's charter is enclosed. This Committee will review and provide counsel with respect to the recommendations of interagency task groups which will be established to develop guidance for agency use in implementing the Executive Order. The Committee's initial agenda will include providing advice which will enable completion of the Model Charter for Procurement Executives.

The Executive Committee's first meeting will be held June 1, 1982. Because one of its first agenda items will be consideration of the proposed Model Charter, I encourage you to furnish any comments you may have to the Administrator for Federal Procurement Policy by that date.

I also encourage you to appoint a Procurement Executive within your agency without waiting for the Model Charter to be completed. While I am sure some of the detailed responsibilities of the Procurement Executive will change, the proposed Charter does fairly represent the Procurement Executive concept.

Thank you for your assistance in this matter. With your continued support, we will realize our goal of a more efficient and responsive procurement system.